Online Services for Educators

Quick tips for applicants
Check Your Status/Change your Personal profile
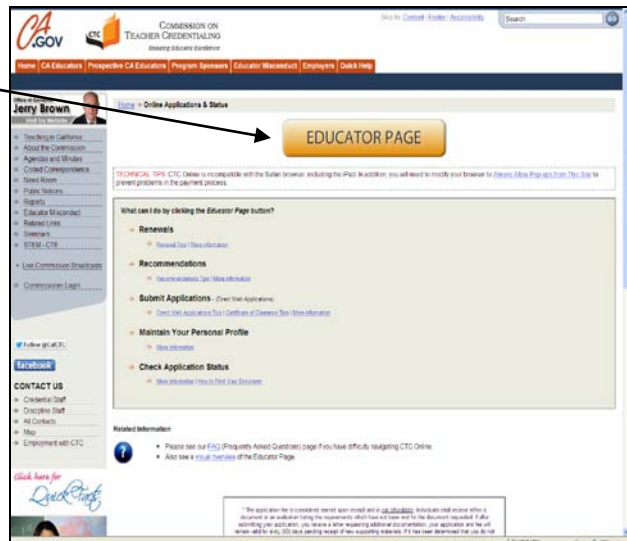

Accessing your personal Educator Page allows you to check the status of any pending applications as well as edit your personal profile, and make name, address, or email address changes as needed.

Important: You must change your web browser properties to accept all pop-ups from our website to make any changes to your personal profile.

a. Click the **Online Services for Educators** navigation button on the Commission's Home Page

SEARCH FOR AN EDUCATOR	ONLINE SERVICES FOR EDUCATORS	ONLINE SERVICES FOR AGENCIES	HOW TO BECOME A TEACHER	EDUCATOR MISCONDUCT

b. Select the button for the **Educator Page to access your personal profile.**

EDUCATOR PAGE

c. You may receive a Security Warning. If so, follow the instructions to add our website to your list of Trusted Sites.

Security Warning

The current webpage is trying to open a site in your Trusted sites list. Do you want to allow this?

Current site:

Trusted site:

Yes   No

Warning: allowing this can expose your computer to security risks. If you don't trust the current webpage, choose No.

d. Enter your Social Security Number and Date of Birth and then click OK.

e. Verify the information on your personal profile page. Click the "Edit" button to add or change any information as needed. A profile created by the recommending agency may contain only the Last and First names and your email address.

f. Enter your information in the
    appropriate fields. Select the pick applet
    to select your County of Employment
    from a pop-up window.

    **You must select "Save" when done
    and before moving to the next step.
    Otherwise, you will lose all changes
    made.**

    Click on the "New" button if you need to
    make address changes.

g. Enter your information in the appropriate
    fields.

    **You must select "Save" when done
    and before clicking "Next" to move
    forward. Otherwise, you will lose all
    changes made.**

h. Editing your personal profile may require that you complete the authentication process again, as when creating a new profile.

   This page may continue to appear after authentication process is complete or after closing their internet browser. Do not select Next. Exit the Internet browser to close the page.

i. This is the Educator Page. Click on the "Application" tab to see the status of any application submitted.

   Click on the arrow in the left-hand column to highlight a specific application.

   If an application has already been granted, the details of the selected document appear in the row below.

j. When finished with your Educator page, you can exit CTC Online using the "Home" link at the top of the page.